

> DUAL CREDIT PARTNER RESOURCE

2023/2024

LEARN MORE AT

lethbridgecollege.ca/dual-credit



BE READY.

> WELCOME TO DUAL CREDIT



At Lethbridge College, it is our goal to ensure all students are provided with **welcoming, caring, respectful, and safe learning environments that respect diversity and nurture a sense of belonging, as well as a positive sense of self.**

We are so excited to welcome you as a partner and to help your students dip their toes into the waters of post-secondary learning.

The Dual Credit journey features some slight differences when compared to typical high school course delivery. In addition to the Dual Credit Communication Hub on Canvas, this document will help clarify any questions and serve as a resource throughout the semester.

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> WHAT IS DUAL CREDIT?

In Alberta, Dual Credit programming invites high school students in Grades 10-12 to take approved post-secondary courses, earning them credit at both levels. When taking a Dual Credit course with Lethbridge College, students are considered both a high school AND college student.

Dual Credit programming is an excellent way for students to:

- Experiment with subjects that might not be available within high school.
- Learn more about the college learning experience and environment.
- Meet new people and join the college community.
- Earn credit in courses for application in future studies.
- Connect with advisors to plan potential post-secondary learning pathways.

DUAL CREDIT COURSE OFFERINGS

For the 2023/2024 academic year, Lethbridge College has nearly 40 Dual Credit courses approved by Alberta Education. While additional courses are currently at various stages in the application process, our available course offerings are organized in the following categories:

- **Arts + Media**
- **Business**
- **Communication + Social**
- **Health + Wellness**
- **Justice + Human Services**
- **Math + Engineering**
- **Sciences**
- **Trades**

Courses are selected to run as Dual Credit programming based on several factors, including student interest and format flexibility. If you have a course or area of interest in which you'd like to see more programming options for your students, please contact our team to discuss.

OFFERING SCHEDULE

Dual Credit courses are offered in the Fall and/or Winter semesters.

Course	Fall (Sept. - Dec.)	Winter (Jan. - May)
AGS1100 - Introduction to Agriculture	✓	
AGS1150 - Agriculture Finance		✓
BIO1156 - Wellness & Health Issues		✓
BIO1160 - Anatomy and Physiology I		✓
BIO1167 - Botany	✓	✓
BIO1172 - Ecology	✓	✓
BIO1175 - Animal Science	✓	
BIO1195 - Introduction to Aquaponic Principles		✓
BUS1170 - Introduction to Management	✓	
BUS1177 - Entrepreneurship		✓
CAD1160 - Graphic Communications	✓	
CJP1160 - Introduction to the Criminal Justice System		✓
CMM1185 - The Principles of Animation		✓
COM1162 - Interpersonal Relationships & Communication	✓	✓
COM1165 - Public Safety Communications/Interpersonal Relations	✓	
CSP1150 - Medical Terminology/Anatomy & Physiology	✓	
DCM1164 - Introduction to Design Software and Photography	✓	
DCM1167 - Marketing Fundamentals for Media		✓
ECE1151 - Health, Nutrition and Safety	✓	
ECE1155 - Introduction to Early Childhood Education	✓	✓
EDU1153 - Foundations of Educational Assistance	✓	✓
ENG1150 - Composition	✓	✓
ENG1159 - Writing for the Workplace	✓	✓
GEO1166 - Physical Geology	✓	✓
HSP1151 - Family Systems and Development	✓	✓
IDM1179 - Design Fundamentals	✓	
INS1155 - Introduction to Indigenous Studies	✓	✓
MKT1152 - Commodity Marketing	✓	
MTH1150 - Engineering Math I	✓	
PSC1165 - Canadian Government	✓	
PSY1160 - Introduction to Psychology		✓
RSR1160 - Research and Writing for New Media	✓	
TRA1131 - Introduction to the Trades <i>*reserved for select divisions</i>	✓	✓
TRA1132 - Introduction to Transportation Trades <i>*reserved for select divisions</i>		✓
TRA1133 - Introduction to Electrical Trades <i>*reserved for select divisions</i>	✓	
TRA1134 - Introduction to Construction Trades <i>*reserved for select divisions</i>		✓
TRA1135 - Introduction to Culinary Trades <i>*reserved for select divisions</i>		✓
TRG1150 - Introduction to Therapeutic Recreation	✓	

> ROLES + RESPONSIBILITIES

In order to help make the Dual Credit student experience successful, it is crucial that there is clear, consistent, and timely communication. It is important that all the people who play a role in the Dual Credit journey are aware of their responsibilities.

Dual Credit Student:

- Commit to working hard, being dependable and completing the course.
- Self-monitor to manage time and tasks effectively.
- Purchase any additional textbooks and materials that are required.
- Arrange any required transportation.
- Communicate regularly with course instructor and school/division liaisons.

Lethbridge College Instructor:

- Provide expertise in post-secondary course content.
- Support development of self-monitoring skills.
- Provide feedback on progress.
- Communicate college expectations in the classroom.
- Communicate with school/division liaisons regarding success and progress.

Lethbridge College Staff:

- Register students in Lethbridge College courses.
- Communicate application and registration deadlines.
- Process course withdrawals.
- Arrange orientation and related Dual Credit events.
- Provide final grades to school/division liaisons.
- Review and develop Dual Credit offerings on an ongoing basis.
- Offer additional supports for academic success.

School/School Division Representative:

- Select students to participate in Dual Credit offerings.
- Reinforce application and registration deadlines.
- Cover costs of Dual Credit course tuition.
- Plan and coordinate supports and services, including any specific accommodations required.
- Communicate with parents regarding success and progress.
- Communicate with Lethbridge College and other school/school division staff regarding progress.
- Record course completion and associated marks.

> POST-SECONDARY EXPECTATIONS

One of the most challenging adjustments for new college/university students is in learning and meeting the expectations of the post-secondary learning environment. It is important that students understand the major differences between secondary and post-secondary study:

COURSE WORK

Deadlines and due dates can be far less flexible in post-secondary. Instructors understand that things may come up, and accommodations can be made at their discretion, particularly if they are contacted as soon as possible. But at the heart of post-secondary learning environments is the idea of self-monitoring and accountability.

As a post-secondary student, it is the student's responsibility to monitor their own progress, recognize when they need help, and take action to get the help they need in advance of deadlines. Lethbridge College has fantastic resources to help students when needed. Please remind your students to reach out and access available support services.

While instructors will send reminders about key dates and deadlines, ultimately, it is the students' responsibility to be aware of requirements. It is typically not an option to submit assignments late for credit, and when it is, marks may be deducted as penalty for late submission. Additionally, grade changes are rare and only under certain circumstances. It is best for students to check deadlines frequently and plan ahead to avoid losing marks or compromising grades.

RECORDS

Post-secondary grades for students are recorded on their Academic Transcript. Transcripts are forever; the grades never disappear or lapse over time. Should students continue as a post-secondary learner after a Dual Credit course, their grades and academic standing will appear on that transcript and can have an impact on eligibility for future studies at Lethbridge College or at other post-secondary institutions. If you or your students ever have questions about GPA, academic standing, or grades in a Dual Credit course, speak to a Career & Academic Advisor.

This may seem intimidating, but in reality, it is a great advantage – students will already have course transcripts on record with Lethbridge College to help advance their way to future goals!

CODE OF CONDUCT

Lethbridge College Dual Credit students are held to the same standards of conduct as any other student - in or outside of the classroom. It is important to review and understand the Lethbridge College Student Rights and Code of Conduct Policy.

For example, students should understand the difference between academic and non-academic misconduct and the sanctions that are associated with these forms of misconduct. Please remind your students to complete the conduct modules assigned in Canvas prior to the deadline.

> GETTING STARTED

APPLICATIONS

Student selection is the responsibility of the high school and/or school division. In addition to your required application process, be sure to refer to the pre-requisites outlined in the Dual Credit guidebook to ensure students have a foundation of knowledge to be successful in the course.

Once schools/school divisions have selected their roster of Dual Credit participants, students, or their designated Dual Credit liaison, are welcome to complete our application form. This form, which asks for basic personal information, including contact details, is not publicly available and should only be sent to students the school/school division intends to sponsor. Once completed, the information is passed along to our registration team to officially enroll students.

Application Deadlines

- Fall 23 – June 15, 2023
- Winter 24 – November 30, 2023

ACCEPTANCE

After the application deadline and once our registration team has completed Dual Credit enrollments, students will receive an automated welcome email with details on their account logins, support services, and orientation dates. Please note, these emails may be flagged as spam, and it's recommended that students monitor their junk folder as well.

Upon receiving their welcome email, it's recommended students try logging in, as soon as possible, to ensure there are no access issues prior to the course start date. In the event a student is unable to gain access, please have them reach out to dual.credit@lethbridgecollege.ca

LOG-IN ACCOUNTS

Dual Credit students enjoy the same account access as the rest of our student body, and for efficiency, each major student platform uses the same login credentials.

- **Username:** `firstname.lastname@lethbridgecollege.ca`
- **Password:** `YYMMDDCollege`

Once students have logged in for the first time, they will be prompted to set a new password and use a personal device to authenticate their account for added security. If a student does not have access to a secondary device (phone or tablet) to complete this step, please let our team know and we will work with our IT department to provide an alternative solution.

In the event a student forgets their password or has log in issues after initially accessing the account, support can be provided by the IT Help Desk crew.

> SUPPORTING STUDENTS

Supporting students through their Dual Credit journey is a highly collaborative process, and in addition to the services provided by Lethbridge College, it is important students also have access to the following:

- Safe and caring learning environments
- Appropriate supervision (when requested for exams, etc.)
- Consistent check-ins (recommended weekly)
- Important date reminders
- Relevant materials, equipment, and technology

Regardless of course selection, the following information is important knowledge for school/school division personnel who will be supporting Dual Credit students.

STUDENT ID

All students are assigned a seven digit student ID, required for contacting the IT Help Desk, submitting withdrawal forms or accessing additional services. IDs are distributed in initial welcome emails and can be retrieved by contacting dual.credit@lethbridgecollege.ca

CANVAS

Canvas is a web-based learning management system used to provide students with access to course materials, grades, discussions, learning resources, and more! All course content is housed in Canvas.

To follow along with student progress throughout the semester, each school/division has been provided observer access to relevant students and their courses on Canvas. This unique designation will allow supporters to confirm deadlines, student engagement, assignment submissions and more.

Canvas also hosts the Dual Credit Communication Hub and Dual Credit Student Hub, which contain the information found in both the student and partner resource documents, as well as additional links and forms.

To gain access to Canvas, please follow the link from the Lethbridge College website and log in using your school/division's credentials. Please contact dual.credit@lethbridgecollege.ca in the event you are unable to access the account or view all students.

MICROSOFT OFFICE 365

Office 365 primarily serves as your students' Lethbridge College Outlook email account, which is the address where all important communications about their course will be directed. It is vital that students regularly check this account to stay up-to-date.

This account also grants access to Microsoft's suite of productivity applications, including Word, Excel, Powerpoint, OneDrive, and more.

ORIENTATION

Each semester, Dual Credit students, their families, and observers are invited to attend an on-campus or online version of orientation to ensure students start their courses with all the knowledge they need for a successful semester.

Orientation events provide opportunities to meet instructors, tour campus, become familiar with technologies, and ask questions about the Dual Credit journey.

Registration details for these events is emailed to registered students and school/school division partners several weeks in advance.

DELIVERY FORMAT

In order to provide Dual Credit opportunities to as many students as possible, most courses are offered asynchronous, at a minimum. This means students are able to engage with Canvas content on a timeline that aligns with their personal schedule.

However, depending on a course's subject matter and equipment needs, instructors may work in collaboration with Dual Credit cohorts to determine if there are additional opportunities to enhance the learning experience. For example, they may wish to invite students to join live lectures/labs through Zoom or even in-person on campus.

Unless specified in the Dual Credit Guidebook, attendance at these additional opportunities is not mandatory, and only content presented to those attending asynchronously as well will be covered. If a course is identified as having mandatory on-campus labs, please contact the instructor to determine the schedule.

BOOKS + SUPPLIES

It is recommended that students wait until courses begin to purchase their required materials, available for purchase through the Lethbridge College bookstore. Please note, orders can be picked up in-person or shipped.

For schools/school divisions interested in purchasing materials on behalf of students, please contact dual.credit@lethbridgecollege.ca to place an order. Fees will be invoiced along with tuition.

FINAL GRADES

Grades will be provided on Canvas throughout the semester upon completion of assignments/exams/assessments. It is important that students and their observers are aware of grades, and, in conjunction with instructor feedback, are used to monitor progress.

However, please note that marks are not official until the end of the semester when final grades are submitted for academic transcript at the college, and additionally, to schools/school divisions for your records. To allow faculty time to review and provide feedback, final grades in percentage form will be distributed via email to designated contacts within each school/school division several weeks after courses are complete.

> SUPPORT SERVICES

Success is not only the responsibility of the student, but rather a shared responsibility between the student, the instructor, and the school/school division. Lethbridge College has a variety of supports and services, available to help guide Dual Credit students to success.

ACCESSIBILITY SERVICES

Available to discuss:

- Disability advising
- Requests for academic accommodations
- Disability-related history and potential challenges
- Additional supports

Contact: **Accessibility Services** • accessibilityservices@lethbridgecollege.ca • 403.320.3202 Ext. 5400

BUCHANAN LIBRARY

Ready to assist with:

- Research materials required for class assignments
- Quiet places to work on class projects
- Access to online databases

Contact: **Buchanan Library** • buchananlibrary@lethbridgecollege.ca • 403.320.3352

CAREER + ACADEMIC ADVISING

Provides information on:

- How Dual Credit courses can help students complete a program
- Possible program options and future career paths
- Academic expectations and grading scales
- Lethbridge College policies and procedures

Contact: **Amy Gamble** • amy.gamble@lethbridgecollege.ca • 403.320.3366

INFORMATION TECHNOLOGY SERVICES

Able to troubleshoot:

- Password resets
- Account access issues

Contact: **ITS Help Desk** • helpdesk@lethbridgecollege.ca • 403.320.3333

LEARNING CAFÉ

Here to help with:

- Time management
- Personal management
- Studying efficiently
- Written assignments
- Test-taking skills

Contact: **Learning Café** • learningcafe@lethbridgecollege.ca • 403.382.6952

> IMPORTANT DATES

SEMESTERS

Dual Credit courses scheduled to start in the fall will follow college-wide term dates.

However, to better align with high school schedules, Dual Credit courses taught in the winter semester will have a delayed start. This delayed start will result in extending the course into May.

Please review the following semester dates:

Date	Fall 2023	Winter 2024
First day of Class	Sept. 6, 2023	Jan. 29, 2024
Last day of Class	Dec. 8, 2023	May 3, 2024

WITHDRAWAL DEADLINES

Dual Credit programming follows the same withdrawal policy as the rest of the college. However, the adjusted winter term results in different deadlines for the semester.

Please review the following deadlines:

Deadline	Fall 2023	Winter 2024
Drop Deadline	Sept. 13, 2023	Feb. 5, 2024
Extended Drop Deadline	Sept. 26, 2023	Feb. 16, 2024
Withdrawal Deadline	Dec. 8, 2023	May 3, 2024

> WITHDRAWAL POLICY

If a student would like to remove themselves from a registered course, there are several opportunities throughout the semester in the form of a drop, an extended drop, or a withdrawal. Please note, each method of removal will require students to inform their school/school division Dual Credit representative.

Drop

Students have six business days once a course begins to drop the course, without academic or financial consequences. No record of dropped courses will appear on their academic transcript and tuition will not be collected.

Drop deadlines for the upcoming semesters:

- Fall 2023 – Sept. 13, 2023
- Winter 2024 – Feb. 5, 2024

Extended Drop

Students have 15 business days once a course begins to (extended) drop the course, without academic consequences. No record of dropped courses will appear on their academic transcript; however, a \$50 administrative fee will be charged to the school/school division.

Extended Drop deadlines for the upcoming semesters:

- Fall 2023 – Sept. 26, 2023
- Winter 2024 – Feb. 16, 2024

Withdrawal

Students have until the last day of class to withdraw from their college course. A withdrawal will result in a “W” on their academic transcript, in place of a letter grade. Full tuition costs will be invoiced.

Withdrawal deadlines for the upcoming semesters:

- Fall 2023 – Dec. 8, 2023
- Winter 2024 – May. 3, 2024

Deadline Significance

Drop/withdrawal deadlines are extremely important.

Once deadlines pass, students will not have the opportunity to remove themselves from a course, without academic or financial penalty. Students who miss the deadline to withdraw from a course will retain their final grade on their academic transcript.

Process

To remove a student from a course, please have them complete the Dual Credit Withdrawal Form, found on the Dual Credit Canvas hubs, and email a completed version to dual.credit@lethbridgecollege.ca

> FAQ

Have questions? We've got answers.

Help! My student can't log into their Lethbridge College email or to Canvas.

Information Technology Services (ITS Help Desk) can assist with any questions about account access.

My student is having a problem in Canvas. Who should they contact?

Lethbridge College students enjoy 24/7/365 access to Canvas support! Along the left side of the screen in Canvas, you will find a black bar with a "Help" button that offers multiple options for Canvas support.

My student is attending labs on campus. Is there a map to show them around?

You bet! All maps can be found here.

How is tuition paid?

Dual Credit student tuition is invoiced to schools/school divisions once the extended drop deadline has passed. Please discuss any material fees or logistics with students, as cost-sharing structures vary between schools/school divisions.

How is tuition calculated?

Dual Credit tuition is reviewed annually to ensure alignment with the cost of program delivery. Courses that require additional materials and/or technology may be categorized at a higher rate.

Where can textbooks be purchased?

Required course materials can be purchased online, from the Lethbridge College bookstore. Students will need to know their course code in order to purchase the correct materials; these codes can be found in the Dual Credit Guidebook, as well as the student and partner resource documents.

My student is struggling with course material. Who do I talk to?

Encourage students to reach out to their instructors with questions. Post-secondary courses can progress more quickly than courses in high school, so it is important to reach out quickly if they feel confused. It is also really helpful for students to establish connections with others in the classes, perhaps joining or starting a study group early in the term.

What student services are available to Dual Credit students?

Dual Credit students are Lethbridge College students. This means they may access the same services and enjoy the same benefits as other students at Lethbridge College. However, Dual Credit students are not covered under the Health and Benefit plan of Lethbridge College; they are automatically removed from the plan.

How do students access library resources?

Depending on what materials students are interested in, their Lethbridge College email and password or Selfie ID card barcode is required to access research materials. Review the process here.

Do courses transfer outside of Lethbridge College?

The majority of Dual Credit courses are applicable to programs at Lethbridge College, as well as other post-secondary institutions within the province. Please refer to the Guidebook for specific details on transferability.

ASSIGNED PSI CODES + TUITION

All Dual Credit courses are assigned a Post-Secondary Institution (PSI) Code for use at the high-school level.

Course	Alberta Ed PSI Code	Dual Credit Tuition
AGS1100 - Introduction to Agriculture	PSI3319	\$600
AGS1150 - Agriculture Finance	PSI3282	\$600
BIO1156 - Wellness & Health Issues	PSI3095	\$522
BIO1160 - Anatomy and Physiology I	PSI3005	\$522
BIO1167 - Botany	PSI3294	\$522
BIO1172 - Ecology	PSI3293	\$522
BIO1175 - Animal Science	PSI3242	\$522
BIO1195 - Introduction to Aquaponic Principles	PSI3292	\$522
BUS1170 - Introduction to Management	PSI3014	\$555
BUS1177 - Entrepreneurship	PSI3172	\$555
CAD1160 - Graphic Communications	PSI3274	\$600
CJP1160 - Introduction to the Criminal Justice System	PSI3100	\$522
CMM1185 - The Principles of Animation	PSI3280	\$522
COM1162 - Interpersonal Relationships & Communication	PSI3171	\$432
COM1165 - Public Safety Communications/Interpersonal Relations	PSI3296	\$432
CSP1150 - Medical Terminology/Anatomy & Physiology	PSI3190	\$432
DCM1164 - Introduction to Design Software and Photography	PSI3276	\$600
DCM1167 - Marketing Fundamentals for Media	PSI3277	\$600
ECE1151 - Health, Nutrition and Safety	PSI3074	\$432
ECE1155 - Introduction to Early Childhood Education	PSI3125	\$432
EDU1153 - Foundations of Educational Assistance	PSI3297	\$432
ENG1150 - Composition	PSI3082	\$432
ENG1159 - Writing for the Workplace	PSI3099	\$432
GEO1166 - Physical Geology	PSI3243	\$600
HSP1151 - Family Systems and Development	PSI3295	\$432
IDM1179 - Design Fundamentals	PSI3275	\$432
INS1155 - Introduction to Indigenous Studies	PSI3067	\$432
MKT1152 - Commodity Marketing	PSI3241	\$555
MTH1150 - Engineering Math I	PSI3290	\$432
PSC1165 - Canadian Government	PSI3150	\$432
PSY1160 - Introduction to Psychology	PSI3001	\$432
RSR1160 - Research and Writing for New Media	PSI3291	\$432
TRA1131 - Introduction to the Trades <i>*reserved for select divisions</i>	PSI3310	\$627
TRA1132 - Introduction to Transportation Trades <i>*reserved for select divisions</i>	PSI3315	\$627
TRA1133 - Introduction to Electrical Trades <i>*reserved for select divisions</i>	PSI3318	\$627
TRA1134 - Introduction to Construction Trades <i>*reserved for select divisions</i>	PSI3316	\$627
TRA1135 - Introduction to Culinary Trades <i>*reserved for select divisions</i>	PSI3317	\$627
TRG1150 - Introduction to Therapeutic Recreation	PSI3314	\$432

> HAVE MORE QUESTIONS?

ABOUT A COURSE?

Need details on:

- Required textbooks and supplies
- Assessment requirements and course outline
- Course format and schedule

Contact: **Instructors**

Preferred method of contact can be found on the course outline in Canvas.

ABOUT DUAL CREDIT PROGRAMMING?

Looking for information on:

- Course applications/registrations
- Dropping/withdrawing from a course
- Content on the Dual Credit Canvas hubs
- Final grades or tuition
- Future Dual Credit offerings
- Anything else you can't find the answer for!

Contact: **Youth Initiatives Coordinator**

Paige Thornborough • dual.credit@lethbridgecollege.ca • 403.320.3200 Ext. 5355